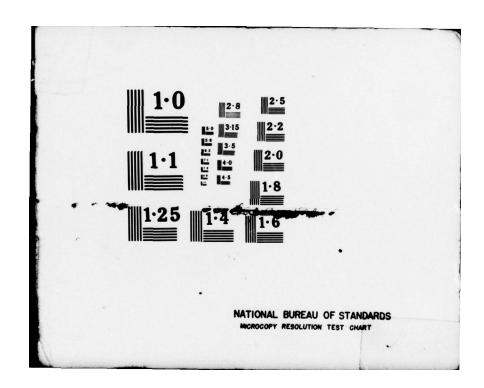
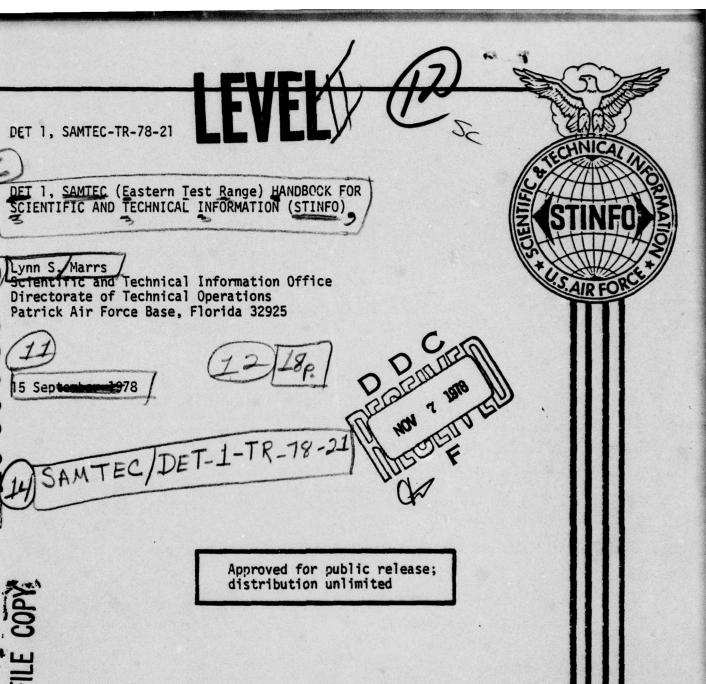
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DETACHMENT 1, SPACE AND MISSILE TEST CENTER (AFSC) PATRICK AIR FORCE BASE, FLORIDA 32925

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OTHER NOTICES

Copies of this report may be obtained from the Defense Documentation Center, Cameron Station, Alexandria, Virginia 22314. Orders will be expedited if placed through the librarian or other persons designated to request documents from DDC.

This report has been reviewed by the Information Office (OIP) and is releasable to the National Technical Information Service (NTIS). At NTIS, it will be available to the general public, including foreign nations.

This report has been reviewed and is approved for publication.

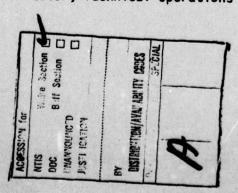
LYNN S. MARRS

Technical Information Officer

THOMAS M. COLMAN, LtCol, USAF Chief, Engineering Office

FOR THE COMMANDER

RICHARD A. GARDNER, Colonel, USAF Director, Technical Operations



SECURITY CLASSIFICATION OF THIS PAGE (When Date Entered)

REPORT DOCUMENTATION	READ INSTRUCTIONS BEFORE COMPLETING FORM				
1. REPORT NUMBER	2. GOVT ACCESSION NO.	3. RECIPIENT'S CATALOG NUMBER			
DET 1, SAMTEC-TR-78-21					
4. TITLE (and Subtitle)		5. TYPE OF REPORT & PERIOD COVERED			
DET 1, SAMTEC (Eastern Test Range)					
SCIENTIFIC AND TECHNICAL INFORMATI	ON (STINFO)				
	6. PERFORMING ORG. REPORT NUMBER				
7. AUTHOR(s)		8. CONTRACT OR GRANT NUMBER(s)			
		IN HOUSE			
Lynn S. Marrs		IN-HOUSE			
9. PERFORMING ORGANIZATION NAME AND ADDRESS		10. PROGRAM ELEMENT, PROJECT, TASK			
		10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS			
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11. CONTROLLING OFFICE NAME AND ADDRESS		12. REPORT DATE			
Det 1, SAMTEC/TOE		15 September 1978			
Engineering Office		13. NUMBER OF PAGES			
Patrick AFB FL 32925		18			
14. MONITORING AGENCY NAME & ADDRESS(It differen	t from Controlling Office)	15. SECURITY CLASS. (of this report)			
		UNCLASSIFIED			
		154. DECLASSIFICATION/DOWNGRADING			
		15a. DECLASSIFICATION/DOWNGRADING SCHEDULE			
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Approved for public release; distr	ribution unlimite	d.			
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This report is a general reference		D. Air Force, and ETR STINFO			

This report is a general reference guide to the DoD, Air Force, and ETR STINFO Programs. It is a compilation of material contained in pertinent STINFO regulations and manuals. The report is designed primarily as a working guide for technical personnel producing or monitoring technical reports, STINFO, and Project Officers at the Eastern Test Range.

I. BACKGROUND

- A. The Department of Defense (DoD) sponsored research, development, test, and evaluation (RDT&E) has produced a wealth of information. To be of value, this information must be made available to the scientific and technical community in the shortest time possible.
- B. The Scientific and Technical Information (STINFO) Program provides a system for timely preparation and dissemination of technical reports (TRs), and insures long-term availability of these reports.
- II. THE SCIENTIFIC AND TECHNICAL INFORMATION (STINFO) PROGRAM
- A. The STINFO Program provides for handling and dissemination of technical data and documents and their abstracts; the publishing of technical journals; the sponsorship and support of technical meetings and symposia; and the dissemination of information acquired by all other means that is a product of, or in direct support of, DoD research, development, test and evaluation processes and the management thereof, through the basic research to production.
- B. The Air Force STINFO Program serves to improve the flow of technical information; establishes mandatory format standards for reports; emphasizes timely distribution and exchange of ideas; and establishes criteria for information centers and in general builds a logical foundation for an orderly and rapid exchange of scientific and technical information.
- C. The Science and Technology Division, Directorate of Development, is the office of primary responsibility (OPR) in Hq USAF. It is responsible for Air Force regulations related to the STINFO Program, and for effecting coordination of the STINFO Program with the Data Management Program, the Technical Intelligence Program, and pertinent portions of command and control programs.
- D. The Air Force Systems Command is responsible for establishing a STINFO Office within its headquarters; at each subordinate headquarters; at each division, center, and laboratory; and at lower echelons as deemed necessary by the organization commander; and designating a representative to act as Air Force Liaison Representative to the Defense Documentation Center (DDC).
- III. THE DET 1, SAMTEC (EASTERN TEST RANGE) STINFO PROGRAM
- A. The STINFO Program at the Eastern Test Range is managed by the STINFO Officer, located in the Technical Laboratory, Bldg 989B, Rm B3-66. It consists of the Technical Report Program, Work Unit Information System and the Technical Library.

- 1. The responsibilities of the STINFO Officer are:
- a. To assure that organizations comply with AFR 80-12, AFR 80-40, AFR 80-44, AFR 80-45, AFSCR 80-20, Det 1, SAMTEC Supplements and MIL-STD-847A.
- b. To assure that all possible qualified reports at the ETR become part of the STINFO Program and are distributed to the DDC (through the local STINFO Officer).
- c. To advise project monitors on information sources, procedures, and applicable regulations.
- d. To assure that reports on contracts are properly identified and the correct number of copies are cited on the DD Form 1423, "Contractor Data Requirements List."
- e. To assure that the project monitor has timely state-of-the-art information by using the DDC Work Unit Information System (WUIS) and research bibliographies during the planning stages of a project.
- $\mbox{\it f.}$ To assure that personnel at the ETR are aware of STINFO and its possible uses.
- g. Acts as the DDC single point of contact and maintains a current list of DDC user codes for the ETR.
- $\mbox{\ensuremath{\text{h.}}}$ Maintains master file of ETR unclassified TRs for reference purposes.
- i. Maintains a roster of STINFO Officers at each Air Force facility.

2. The Technical Report Program

- a. Technical Reports, as defined by AFSCR 80-20, are the documented result of DoD sponsored research, development, test and evaluation (RDT&E). Included are in-house efforts and work performed by contractors, sub-contractors, and grantees. Reports may be definitive, exploratory, or a record of inconclusive or negative findings. Included are final reports; test and evaluation reports; and any data believed to be of potential value to other organizations; solutions to specific problems; state-of-the-art advancement; and journal articles.
- b. The definition of a TR is necessarily general; it is not always possible to define what would be of value. However, it should be noted that if a requirement exists at any time to furnish the report to someone who is not a member of the responsible organization, then that report qualifies as a STINFO document and will be furnished to the DDC.

- c. Reports excluded from the requirements of AFSCR 80-20 include: management; operational; financial; administrative; data of very temporary value; engineering and logistics data (Technical Orders, Specifications, Manuals); special categories of intelligence (contact the Air Force Special Security Officer, 6550 ABW/In for these categories); special access; Top Secret, cryptographic; and planning studies.
- d. AFSCR 80-20 requires that technical reports be identified in the planning stages of proposed programs, tasks, projects, and that at least one report be published to document the results of each research and exploratory development project or task. It delineates the review and approval for draft reports; time limits for publication, numbering procedures, and distribution policies.
- e. Classified reports will be prepared in accordance with AFR 205-1 which supplements the DoD Information Security Program Regulation (DoD ISPR 5200.1-R). The originator and/or monitor will insure proper security classification. The STINFO Officer will review the document to insure the DD Form 1473 reflects the designated security classification and distribution statement; however, if doubts exist concerning security markings, the report should be coordinated through Det 1, SAMTEC Security Officer (SP) prior to STINFO review.
- f. Journal articles are considered technical reports, and must be cleared for public release as prescribed by AFR 190-17. To avoid redundancy in the literature and waste of Government funds, in-house work reported in a journal article normally will not be repeated in a technical report. If it is advantageous to the Government, obtain reprints of the published article for submission to DDC as a technical report. As directed in MIL-STD-847A, assign a technical report number (furnished by the STINFO Officer), affix a distribution statement, and complete a DD Form 1473 for each copy.

3. The Work Unit Information System

The Work Unit Information System established by AFR 80-12 is designed for reporting technical and management data for ongoing efforts at the work bench level within the Research, Development, Test and Evaluation (RDT&E) Program. On efforts funded from the RDT&E appropriation (that is, 3600 funds) regardless of program element, requires program managers/project officers to submit the DD Form 1498, "Research and Technology Work Unit Summary" 15 days after the initial obligation occurs. It is updated annually and requires a final technical report when the effort is completed (Figure 6).

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4. The Technical Library

- a. The Library is operated for Det 1, SAMTEC by the Range Contractor and is located in Bldg 989A, Rm Al-63, Telephone 494-6636. The STINFO Officer is the Air Force contract technical monitor for the library. It receives primary distribution of scientific and technical reports from national agencies working in fields related to ETR mission, and is the only agency at the ETR funded to provide DDC or National Technical Information Services (NTIS) controlled reports. The library also orders commercial books, pamphlets, periodicals, equipment manuals, etc., in direct support of RDT&E. Deposit accounts are maintained with NTIS and the U.S. Government Printing Office (GPO) to facilitate ordering procedures.
- b. All books, R&D reports, and other pamphlets added to the library inventory are cataloged as appropriate by author or source, title, report number, and subject. A listing "Recent Acquisitions" is published periodically and distributed to selected ETR staff offices, Range Contractor line management, and other interested parties. The current copy is also maintained in the library for referral. Routine loan of the items listed in the "Recent Acquisitions" may be obtained by phoning the library (494-6636) and identifying the desired item by shelf/dewey number and author (books).
- c. Various abstracts are maintained on reference shelving in the library. These include NTIS (i.e., Government Report Announcements and Index), NASA (i.e., STAR/Scientific and Technical Aerospace Reports), and DDC (i.e., TAB/Technical Abstract Bulletin). Some volumes of the TAB dated prior to July 1978 are classified and are filed in a secure safe. Documents listed in the abstract services which are not in current inventory can be ordered "as required" based on requestors' submittal of a properly approved Pan Am Form 14-9 (Figure 1). Request should contain a citation from the abstract issue in which the report was found listed.
- d. Requests for commercial books, pamphlets, and periodicals should also be submitted on the Pan Am Form 14-9; the reverse side of the form contains ordering instructions, and approval levels required. Forms may be obtained by calling 494-6636.
- B. Project Officers and authors have certain responsibilities under the STINFO Program. Assuring prompt publication and distribution of data is one of the most important. Technical Reports, whether prepared in-house or by contractor, subcontractor, or grantee must be published and distribution accomplished within (6) months after technical effort is completed.

1. Project Officers/Authors will:

a. Insure that all purchase requests include the STINFO Officer as part of the coordination cycle.

- b. During planning stages of document development, contact the STINFO Officer for a report number.
- c. Review draft for technical accuracy, conformance to contract specifications (if applicable), and assign the security classification of the title and contents.
- d. Select the appropriate distribution statement (AFR 80-45), determine the distribution to be given the TR, prepare a review and approval statement (Figure 2).
- e. Forward draft to STINFO Officer for cover format and mandatory signature requirements (Figures 3 and 4)
- f. Print report. Before any distribution is made, forward 2 copies of unclassified/unlimited reports to STINFO Officer who will obtain public release form the Office of Information (OIP) per AFR 190-17
- g. Forward 12 copies unclassified/unlimited documents to: Defense Documentation Center, Cameron Station, Alexandria, VA 22314, after the STINFO Officer notifies it is cleared for release. 2 copies of classified/limited reports will be forwarded to DDC in accordance with AFR 205-1.
- 2. Check the report. Although the STINFO Officer will insure conformance to MIL-STD-847A and AFSCR 80-20, project officers and authors will review the following:
- a. Is the abstract a true reflection of the document content, and is it informative but brief?
- b. Block 10 of the DD Form 1473 (Figure 5) must have an entry if the effort being reported was the result of the R&D Program. The entry must consist of program element (6 digits), project number (4 digits), task number (2 or 3 digits), with sets being separated by hyphen or comma. If the report is not R&D funded, enter "Non R&D."
- c. Are the keywords selected for the DD Form 1473 correct? DDC retrieves its reports using the keywords as a reference.
- d. Is the distribution list correct? Once primary distribution has been made, requests for documents will be referred to the DDC or the NTIS as appropriate. Stocks will not be maintained by the ETR.

IV. CONTROLLING OFFICES FOR OFF BASE CONTRACTS

Technical Reports prepared by off base Contractors will be coordinated with the Controlling Office who is monitoring the contract. He will assure that purchase requests are properly identified and that the correct number of copies and appropriate distribution statement is cited on the DD Form 1423, "Contractor Data Requirements List."

V. THE DEFENSE DOCUMENTATION CENTER (DDC)

- A. The DDC as established by DoD, is under the policy direction of the Under Secretary of Defense Research and Engineering (USDR&E), and under operational control of the Defense Logistics Agency (DLA).
- B. The DDC is the focal point and secondary distribution agency for DoD STINFO. It acquires, stores, announces, retrieves, and provides secondary distribution of DoD STINFO documents to all DoD components and other government agencies and to their contractors, grantees, and potential contractors. DDC also maintains Research and Technology Work Summaries, DD Forms 1498.
- C. DDC provides the following to qualified users when requested.
- 1. Scientific and Technical Documents. There is a charge for documents available from DDC. The cost schedule is included in Section VI.
- 2. Bibliographic search and bibliographic data on technical documents to include abstracts, index terms, authors, identification of the controlling DoD agency and other relevant data.
- 3. Research and technology summaries which provide information from the Work Unit Information System in a wide variety of formats, depending on the particular need.
- 4. There are eight DoD Information Analysis Centers which are administratively managed and funded by the Defense Logistics Agency (DLA).

Machinability Data Center (MDC)
Mechanical Properties Data Center (MPDC)
Metals and Ceramics Information Center (MCIC)
Nondestructive Testing Data Support Center (DTDSC)
Thermophysical and Electronic Properties Information
Analysis Center (TEPIAC)
Chemical Propulsion Information Agency (CPIA)
Infrared Information and Analysis Center (IRIA)
Reliability Analysis Center (RAC)

- a. These Centers are responsible for particular scientific disciplines and are staffed by subject specialists who collect, evaluate, store and disseminate information. They produce critical reviews, state-of-the-art reports, data compilations and substantive responses to queries.
- b. If the above Centers do not have the required information, refer to a report published by the DDC, "Referral Data Bank Directory," AD A055-700. A copy may be viewed or ordered by calling the STINFO Officer at 494-7894.
- D. DDC announces new reports in a Technical Abstract Bulletin (TAB) published bi-monthly. These TABS are available to qualified DDC users.
- E. To register for DDC services, DoD contractors and grantees must complete a DD Form 1540, "Registration for Scientific and Technical Information Services." Further, to receive classified documents, contractors and grantees must complete a DD Form 1541.

VI. THE NATIONAL TECHNICAL INFORMATION SERVICE (NTIS)

The NTIS processes all DoD unclassified/unlimited reports for the DDC. All announcements of unclassified/unlimited distribution documents are now carried in the Government Report Announcements (GRA). These documents are available to any requester. DDC and DoD user organizations maintaining deposit accounts with the NTIS can acquire Defense-sponsored technical reports (except for those generated by Information Analysis Center) at DDC prices. The costs are \$3.00 for a paper copy of any document and \$.95 for each microfiche. Other organizations (including the Contractor Community) must acquire unclassified/unlimited reports from NTIS at NTIS prices, cost schedule as follows:

Standard Price Schedule

Page Range	Price
Microfiche	\$ 3.00
001-025	4.00
026-050	4.50
051-075	5.25
076-100	6.00
101-125	6.50
126-150	7.25
151-175	8.00
176-200	9.00
201-225	9.25
226-250	9.50
251-275	10.75
276-300	11.00
301-325	11.75

326-350	12.00
351-375	12.50
376-400	13.00
401-425	13.25
4 26 - 450	14.00
451-475	14.50
476-500	15.00
501-525	15.25
526-550	15.50
551-576	16.25
576-600	16.50
601-up	to bertations

*Add \$2.50 for each additional 100 page increment from 601 pages up.

Requests for documents from NTIS will be forwarded to the Det 1, SAMTEC Technical Library, MU-135, on Pan Am Form 14-9 (Figure 1)

DETACHMENT 1, SAMTEC TECHNICAL LIBRARY SERVICE REQUEST

PAN AM.

LIBRARY OPERATED BY PAN AMERICAN WORLD AIRWAYS, INC.

READ INSTRUCTIONS ON OTHER SIDE BEFORE FREPARING THIS REQUEST.								
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Figure 1.

INSTRUCTIONS

Please Type or Print Plainly

- Prepare form in triplicate. More than one item may be requested on the same form, but all items must be in the same category, (e.g. Book) and same loan type (e.g. 60 days).
- Determine approval required as outlined below, and obtain the necessary signature.
- 3. Send original and one copy to Supervisor, Detachment 1, SAMTEC Technical Library, Building 989, Mail Unit 135.

APPROVAL REQUIRED

DET 1. SAMTEC - Chief (3-letter office symbol), (For subscriptions - also requires Detachment 1,

SAMTEC/TOEA STINFO approval)

PAN AM - As directed in the Property User's Guide Section 4 or SPI 11-05-001

RCA MTP - As directed in RCA Procedure 1-38

OTHERS - Detachment 1, SAMTEC/PKS

REIMBURSABLE

ITEMS - Chief (3-letter office symbol) and STINFO approval.

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> and Ships employees if properly justified and approved by applicable authority. Permanent loans will be permitted if approved by proper

authority.

PERIODICALS: Subscriptions furnished for office use are not subject to loan policy.

Library copies may be signed out for two weeks, with one extension

authorized.

PAMPHLETS AND

Loan period is indefinite, but subject to recall. Access to classified R&D R&D REPORTS:

reports limited to individuals having properly completed Pan Am Form

15-75 (Field of Interest Register) on file in the Library.

INTERLIBRARY

LOANS:

Original copies secured at customer request loaned for 10 days from date

customer is notified of availability. Reproduced copies secured are per-

manently transferred to the customer.

NOTE: LOAN POLICY DOES NOT APPLY TO REIMBURSABLE ITEMS

REF: SPI 20-03-102

14-9P DEC 77

APPROVED DISTRIBUTION STATEMENTS

Statement

Type of Document

A

Approved for public release; distribution unlimited

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В

Distribution limited to U.S. Gov't. agencies only; (fill in reason); (date statement applied). Other request for this document must be referred to (insert controlling DoD office).

Must appear on unclassified documents if Statement A is not used. May be used on classified documents if necessary to ensure distribution limitations in addition to need-to-know requirements imposed by AFR 80-45.

Classified Document: No distribution statement required. Unless there are special limitations, security and need-to-know will be sufficient to control distribution.

DET 1, SAMTEC-TR-78-XX

TITLE Subtitle (if any)

Author(s)
Performing Organization Name
Address
City, State, ZIP

Date

DISTRIBUTION STATEMENT

(Controlling Office)
Prepared for

MILITARY ORGANIZATION ADDRESS

(Monitoring Office) Name and Address, if different from Controlling Office

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OTHER NOTICES

Copies of this report may be obtained from the Defense Documentation Center, Cameron Station, Alexandria, Virginia 22314. Orders will be expedited if placed through the librarian or other persons designated to request documents from DDC.

If Distribution Statement A (distribution unlimited) applies add:

This report has been reviewed by the Information Office (OI) and is releasable to the National Technical Information Service (NTIS). AT NTIS, it will be available to the general public, including foreign nations.

For all reports, the following statement is mandatory:

This technical report has been reviewed and is approved for publication.

Signature
Name and Title
(Project Engineer/Scientist/Author)

Signature Name and Title (Supervisor)

FOR THE COMMANDER

Signature Name and Title SECURITY CLASSIFICATION OF THIS PAGE (When Date Entered)

REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM				
1. REPORT NUMBER	2. GOVT ACCESSION NO.	3. RECIPIENT'S CATALOG NUMBER				
4. TITLE (and Subtitle)		5. TYPE OF REPORT & PERIOD COVERED				
		6. PERFORMING ORG. REPORT NUMBER				
7. AUTHOR(a)		8. CONTRACT OR GRANT NUMBER(s)				
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		13. NUMBER OF PAGES				
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		154. DECLASSIFICATION/DOWNGRADING SCHEDULE				
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